

Assistant Buyer

Company: Nova Innovation

Location: Edinburgh, UK

Summary

Nova Innovation is recruiting for an Assistant Buyer to join our energetic team working at the forefront of the tidal energy industry.

The role

Reporting to the Senior Buyer, the successful candidate will be commercially minded with excellent attention to detail.

Responsibilities

The successful applicant will assist in the smooth running of internal processes for ordering, receipt and processing / administration of the procurement of goods and services in line with the company purchasing and procurement policy. With links across the company to Procurement, Finance, Programmes and externally, the role includes:

- Purchasing lower value/off-the-shelf goods and services. Working with suppliers to ensure quality, value and timeliness of delivery.
- Maintaining the Purchase Order Register to reflect all purchase order placement, progress updates and deliveries
- Raising POs & ensuring that the proper authorisation & filing process is followed
- Booking inspections for safety equipment and accessories and maintaining the Safety Critical Equipment register
- Booking couriers and preparing documentation for despatch of goods
- Issuing and processing NDAs, maintaining the Non-Disclosure Agreement database and highlighting NDAs due to expire
- Provide support for the company's business needs as required.

Attributes

We are looking for applicants with the following attributes:

- Positive attitude, flexible and able to thrive in a dynamic environment
- Highly commercially minded with strong attention to detail
- Good interpersonal skills
- Good time-management skills

It would be advantageous if applicants had:

- A keen interest in the renewable energy sector
- Prior experience as an assistant buyer in a small, fast-growing company

Background to Nova Innovation

Nova Innovation is a world-leading tidal energy company; transforming the power of our seas into clean, predictable electricity. We design, build and operate tidal turbines that generate electricity from the natural ebb and flow of the tide.

Our underwater turbines have zero visual impact and work in harmony with the marine environment, with no barriers or barrages.

Tidal energy is an abundant, predictable and clean source of energy. Our technology can be installed in deep water, shallow water, estuaries and large rivers; creating a global opportunity for this vast untapped market.

In 2016, we installed the world's first offshore tidal array – three turbines located in the Shetland Islands, Scotland. Our turbines have been generating clean electricity and exporting to the grid for over four years.

In 2018, we worked with Tesla to add energy storage to our tidal technology. This created the world's first grid connected tidal power station with the ability to deliver baseload (constant, steady-state) power and deliver energy on demand to meet consumer needs.

In addition to further UK opportunities, we are growing internationally, including opportunities in South America, Asia, Europe and North America. Recent substantial project wins promise a very exciting future for our company.

Conditions, remuneration and benefits

The position is full time. However, part-time applicants will be considered.

The salary is negotiable depending on experience, with a guide range of £18,000 - £25,000 per annum. We also offer a pension scheme with an employer matching contribution up to maximum of 5% of salary.

Annual holidays are 25 days per annum plus 8 public holidays (pro rata).

If you would like to apply, please email your CV to applications@novainnovation.com, with a covering letter stating why you think you would be suited to this position. For the Subject field in your email, please use: "**Job application: 20002 Assistant Buyer**".